

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

National Mediation Board Official Ballots

requisitioned from the U.S. Government Printing Office (GPO) by the

National Mediation Board

Single Award

The term of this contract is for the period

beginning October 1, 2000 and ending September 30, 2001

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on August 28, 2000.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, D.C. 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May, 1999.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 100-kilometer (62-mile) radius of zero milestone Washington, D.C.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalents. At a future date, metric measurements will be used exclusively in all specifications.

Abstracts of contract prices are available on our website at www.gpo.gov/procurement.

For information of a technical nature call James Grayson (202) 512-0310 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (ANSI/ACQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following list alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Camera copy, Government furnished negatives, average type dimension in publication.

P-9. Government furnished sample, color swatch, Pantone Matching System color.

DEPARTMENTAL QUALITY INSPECTIONS

1.The National Mediation Board will have the right, upon two (2) workdays written notice to the Contractor, to have access to the facilities utilized by the Contractor for a particular order for the purpose of inspecting the progress of that order.

2.The Contractor will certify to the National Mediation Board in writing for each order; the total quantity of ballots produced; the number of ballots spoiled and discarded by the Contractor; the number of ballots delivered to the National Mediation Board; and that all ballots prepared by the Contractor, not spoiled or discarded, were delivered to the National Mediation Board.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from October 1, 2000 through September 30, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

AGENCY SIGNOFF: Before any vouchers will be accepted by the GPO for payment, the itemized statement for each print order must be submitted to the ordering agency for examination and certification as to correctness of the billings: National Mediation Board, Representation Coordinator, 1301 K Street NW, Room 250E, Washington, D.C 20572; Attn: Ms. Janice Smith-Sphinx.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of single-leaf ("Official Ballots/Instruction to Voters") forms on government-furnished paper stock, for insertion into furnished envelopes, requiring such operations as overprinting, sequential numbering, printing, folding, affixing preaddressed labels, packing and distribution.

TITLE: National Mediation Board Official Ballots

FREQUENCY OF ORDERS:

Approximately 20 to 60 orders per year.

QUANTITY:

Approximately 100 to 50,000 copies per order.

NUMBER OF PAGES: Single-leaf forms.

TRIM SIZES: 216 x 279 mm (8-1/2 x 11") .

GOVERNMENT TO FURNISH:

- Pre-trimmed paper/stock with scored fold and perforation, and preprinted with a Seal/Emblem, only (no text).
- Camera copy for text images, to be reproduced at same size.
- Manuscript copy for setting one typeline: "Case Number - R-6012".
- Preprinted envelopes: (a) gummed flap envelopes (98 x 225 mm (3-7/8" x 8-7/8")); (b) gummed flap envelopes (105 x 241 mm (4-1/8" x 9-1/2")), with a die-cut, 38 x 19 mm (1-1/2" x 3/4") uncovered window. These envelopes dimensions may be revised by the *National Mediation Board*. In such instances, advance notice will be given to GPO and the Contractor.
- Electronically formatted addresses on diskettes that can be printed directly onto envelopes or preaddressed pressure-sensitive address labels mounted on backing sheets of various dimensions.
- Alphabetical list of employees in hard copy and/or electronic format.
- A supply of blue labels and selection certificates for shipping Departmental Random copies.
- Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH:

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

FILMS/REPRODUCIBLES:

The contractor must make all films required. Reproduce camera copy same size.

PROOFS:

None required. The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted.

STOCK/PAPER:

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Government-furnished paper/stock (pre-trimmed to size, with scored fold, perforation and preprinted with a seal/emblem only (no text)) -- Colored 100% Index, grammage 165 g/m² (basis weight: 90 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

PRINTING:

Ballot Envelopes, size: 98 x 225 mm (3-7/8" x 8-7/8") -- Overprint furnished preprinted envelopes on the seam side, with a box that contains two text lines: "Case" and "Key", in the lower left corner of the box.

Reproduce one typeline: "-6012", from furnished manuscript copy and print in the space beside "Case R", printed in black ink (unless otherwise specified on the print order or by the National Mediation Board).

Approximately 90% of the ballot envelopes require sequential numbering, printed in black ink (unless otherwise specified on the print order or by the National Mediation Board), in the space beside "Key". Numbers will be approximately 5 mm to 6 mm (3/16 to 1/4 inches) high and will print in an area: 49 x 8 mm (1-5/16 x 5/16"). The series of number will be provided by the National Mediation Board. Text and numbers must not extend across the seams of the envelope.

Recording Key Numbers:

The Contractor must legibly enter the key numbers, used on the respective ballot envelopes, onto a government-furnished alphabetical list of employees, printed in black ink 6 mm, (1/4") block characters. The list may be submitted as hard copy or in electronic format. The key number recorded next to the employee's name on the alphabetical list must match the key number on the ballot envelope bearing that particular employee's name label.

The completed alphabetical list will be placed in binders by the contractor (labeled on the binder's spine by the particular range of employee names) and returned to the National Mediation Board with the rest of the order. The employee names and key numbers on the alphabetical list must be visible -- *Do Not Punch Holes or Do Anything That May Obscure the Names or Numbers on the Alphabetical List of Employees, placed in the Binder*

Approximately 10% of the furnished envelopes (98 x 225 mm (3-7/8 x 8-7/8")), will require the contractor to overprint "-6012", on envelopes previously overprinted (no sequential numbering permitted) and the word "DUPLICATE" will be overprinted in red ink directly above the "Case R" line.

Furnished Window Envelopes (105 x 241 mm (4-1/8" x 9-1/2")) -- Envelopes will be inserted with a copy of each product (ballot/instructions and ballot envelope). The contractor must insure that the "case numbers" and "key numbers", are visible through the window.

MARGINS:

Head: 32 mm (1-1/4"), foot: 19 mm (3/4"), left and right: 10 mm (3/8").

BINDING:

Gathering, Collating and Folding: Gather and collate into sets of: (a) folded "Instructions to Voters/Ballot" forms, (b) ballot envelope that will be inserted into (c) a die-cut window envelope. The "key number" and "case number" must be visible through the window. SEAL OUTSIDE ENVELOPES, ONLY.

The forms (ballot/instructions) are to be folded on the scored line and perforation, along the entire 216 mm (8-1/2") dimension, from 191 mm wide to 95 mm wide (from 7-1/2" wide to 3-3/4" wide), with the "NOTICE OF ELECTION" side, out (accordian fold).

Affixing address labels: Preadressed labels may be furnished in special sequence on sheet backing of various sizes. It is imperative that the sequence be maintained throughout. The order in which the labels are affixed to the outside envelope, is significant to the sequential numbering, printed on the seam side of each inside envelope. For example, the first address label on the marginally-punched strip will be affixed to the outside envelope that contains an inside envelope, printed with the key number: 10001; the second address label will be applied to an outside envelope that contains the envelope with the key number 10002, etc. The label placed on the ballot envelope must match the employee name on the alphabetical list of employees corresponding to the sequential key number on the ballot envelope.

PACKING:

Pack finished product in boxes of suitable units. Pack dissimilar-end products separately and identify.

Shrink-film wrap, single flat forms in units of 50 copies.

Ballots sets with address labels will be provided to the National Mediation Board in mail trays in the same alphabetical order as the preaddressed labels. The trays will be labeled by the Contractor to correspond with the key numbers and employee names on the ballot sets in each particular mail tray.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Forms</u>	
<u>Quantity Ordered Forms</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 - and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address listed under "Distribution".

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor

will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION:

Deliver f.o.b. destination to National Mediation Board, Representation Coordinator, 1301 K Street NW, Room 250E, Washington, D.C 20572; Attn: Ms. Libby Angelopoulos. *Inside Delivery Is Required* to room number specified. The National Mediation Board may designate an alternative delivery location in Washington, DC upon written notice to GPO and the Contractor.

Upon completion of each order, camera copy, negatives and all other furnished material must be returned to the address listed above.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to the address listed under "Distribution".

Contractor must pick up government-furnished envelopes, alphabetized list and address labels or electronically formatted materials within two (2) workdays of notification, from the National Mediation Board, at the address listed under "Distribution". Arrangements may be made prior to making pickup by contacting: Ms. Libby Angelopoulos or Ms. Robin Stein (202) 692-5040.

The contractor must strictly adhere to the following schedule that begins the workday after notification of the availability of print order and furnished material.

Complete production and delivery to the National Mediation Board must be made within 6 (six) workday(s), for orders with less than a 1,000 ballot sets.

Complete production and delivery to the National Mediation Board must be made within 10 (ten) workday(s), for orders of 1,000 ballot sets or more.

Press Sheet Inspection: Press sheets may be inspected at the contractor's plant for quality conformance. When a press sheet inspection is required, it will be specified on the individual print order. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

When required, the contractor must notify the GPO of the date and time press sheets will be available. In order that proper arrangements can be made notification must be given at least 48 hours in advance of the time for inspection of the press sheets. Notify the U.S. Government Printing Office, James Grayson, Term Contracts Division (PPC), Washington, DC 20401, or telephone area code (202) 512-0310.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0800; callers outside the Washington, D.C. area may call toll free 1-800-245-5476 or by FAX request: (202) 512-1410.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I. PRINTING AND BINDING:

	(1)	(2)
A.	33	484
B.(a)	33	453
(b)	33	129

II ADDITIONAL OPERATIONS:

.	(a)	194
	(b)	480
	(c)(1)	442
	(2)	32

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

I. PRINTING, BINDING AND DISTRIBUTION:

	Makeready and/or setup (1)	Running per 100 copies (2)
A. Single Leaf Forms (Size: 191 x 216 mm (7-1/2 x 8-1/2")):		
Printing Face and		
Back, in black ink.....Per Product...	\$ _____	\$ _____
B. Furnished Envelopes (size: 98 x 225 mm (3-7/8 x 8-7/8")):		
(a) Overprinting preprinted envelopes in black ink (includes printing a box and 2 text lines in the lower left corner of the box, (code number and sequential number).....Per Product...	\$ _____	\$ _____
(b) Typeset a single line from furnished manu- script copy and overprint on previously printed envelopes (No sequential numbering required).....Per Product...	\$ _____	\$ _____

(initials)

II. ADDITIONAL OPERATIONS:

(a) Shrink-film wrap (including mail trays).....per package... \$ _____

(b) Gather and collate printed material into sets, insert
into furnished envelopes and affix furnished pread-
dress labels (cost includes folding).....per100 sets... \$ _____

*Charges for performing operations listed in item (b) shall be inclusive. A set is defined as each 3-pieces (or
fraction thereof) of material to be inserted into furnished envelopes.*

(c) Recording corresponding ballot key numbers by hand on
furnished alphabetized list for respective employees
and inserting lists into labeled binders:
(1) Per 100 sets..... \$ _____
(2) Per 500 sets..... \$ _____

My production facilities are located within the assumed area of
production.....yes _____no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should
complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material.....

a. Number of hours from acceptance of print order to pickup of
Government Furnished Material.....

b. Number of hours from pickup of Government Furnished Material
to delivery at contractor's plant.....

2. Proposed carrier(s) for delivery of completed product.....

a. Number of hours from notification to carrier to pickup of completed
product.....

b. Number of hours from pickup of completed product to delivery at
destination.....

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4. - Schedule of Prices," initialing or signing
each page in the space(s) provided. Submit two copies of the "Schedule of Prices" with two copies of the GPO
Form 910 "BID" form. Do not enter bid prices on GPO form 910; prices entered in the "Schedule of Prices"
will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)